

Minutes of the Meeting

The Parkwood Terrace Improvement Association, Inc.
July 7, 2025 | 6:30PM | BAKER, LA
Virtual Meeting (Zoom)

Meeting Details

Call to Order – Regular Meeting

The meeting was called to order by President Cynthia D. Miller at 6:34pm. Members Present: Cynthia D. Miller, Johnye McQuarter, Vallory Hills, Deborah Anderson, Cherryl Montgomery, and Gloria Johnson. Not Present: Tasha Elbert-McClain and Eddie Young

Invocation – Gloria Johnson

Approval of Agenda

It was moved by Gloria Johnson to approve the Agenda. Seconded by Elouise Thomas.
Motion Passed.

Approval of Minutes: May 5, 2025

It was moved by Johnye McQuarter to accept the Minutes from May 5, 2025.
Seconded by Morgan Watson. Motion Passed.

Agenda Items for Discussion/Action

Correspondence – Vallory Hills

A thank you card acknowledging acts of kindness was received from the family of the late William “Bill” Johnson.

Old Business – None

New Business

1. E-Board Appointments– Cynthia D. Miller

Bridget Riley stepped down as Treasurer effective July 1, 2025 to dedicate more time to other commitments. President Miller thanked Bridget on behalf of PTIA for her leadership not only as Treasurer, but as chair of the Activity Committee, coordinating the Christmas Tree Lighting Ceremony and Decorations, chair of the Juneteenth committee, and for designing our Juneteenth T-shirts year after year. Bridget also initiated the use of Zelle and PayPal (at the website) to pay dues.

The vacancy of Treasurer had to be filled. According to Our Articles of Incorporation: Vacancies occurring among the officers shall be appointed by the President with approval of the remaining Executive Board Members. The E-Board held a Special Call Meeting on Thursday, June 12th. Tasha Elbert-McClain, our former Vice President accepted her appointment as Treasurer, and Johnye McQuarter accepted his appointment as Vice President. The E-Board voted on these appointments and the motions passed.

2. PTIA Budget Proposal FY 2025-26 – Cynthia D. Miller

It was moved by Morgan Watson to accept the PTIA Budget for Fiscal Year 2025-2026 with change in Line-Item Christmas Lighting from \$1,500 to \$1,000. Seconded by Johnye McQuarter. Motion Passed. (see attached Budget)

3. **Recent Neighborhood Violations** – Johnney McQuarter

Baker Police Officer Randolph Harrell informed Johnney McQuarter, Jerri Booker, and Vallory Hills that residents and visitors will be ticketed and towed for the following habitual violations: speeding, double parking, parking in the wrong direction (no counter-flow parking), and running stop signs.

4. **Juneteenth Celebration/**

Suggestions for Neighborhood Fellowship Activity – Cynthia D. Miller

President Miller thanked all program participants and especially our residents for making this Juneteenth Celebration a success! We had record-breaking turnout, wore customized t-Shirts, had exceptional entertainment, tasty food, and great fellowship!

BREC Officials informed PTIA at the Juneteenth Celebration that they will no longer rent their facilities during the month of June due to Summer Camps. A discussion was held and it was the consensus of members present to continue our Juneteenth Celebration. Vallory will look into securing the Baker Municipal Building.

5. **Christmas Tree Lighting Ceremony** – Cynthia D. Miller

The Christmas Tree Lighting Ceremony has had challenges due to the cold weather. It was proposed that PTIA and Crime Prevention reduce their budgets for Line-Item Christmas Decorations from \$1500 each to \$1000 each. The shared cost will cover bulb replacement and labor to set up and break down the decorations, as well as cover the cost to continue the Christmas Decorations Contest: \$75 (1st place), \$50 (2nd place), and \$25 (3rd place). [Note: The Motion was Passed to Approve these changes at Agenda Item New Business - No. 2-Budget FY 2025-2026.](#)

6. **WastePro** – Cynthia D. Miller

Residents must make individual telephone calls to schedule pick-ups for Yard and Bulk Waste. This is for any trash **NOT** put in your trash can. There is no longer a scheduled day for pickups. A reminder will go out via mass emails.

7. **Crime Prevention** – Jerri Booker

President/Commissioner Jerri Booker stated that Officer Randolph indicated before he issues tickets for double parking and/or parking in the wrong direction that he will make a “friendly knock” at your door. She instructed Officer Randolph to enforce these ordinances. Officer Randolph gives Crime Prevention a monthly report on false alarms, public assists, etc., in the neighborhood. These reports are available upon request, and he will gladly attend meetings.

The Bylaws were approved by the attorney with the addition of Section IV: Acceptance of Grants. Copies are available upon request, and Vallory will place them on the website. Next meeting will be held in September and Election of Officers is on the Agenda.

The Shredder will return next year.

8. **Committee Reports**

a. **Financial Report** – Tasha Elbert-McClain

Vallory Hills gave the Financial Report. It was moved by Jerri Booker to approve the Financial Report. Seconded by Deborah Anderson. [Motion passed.](#) (see Attached Financial Report)

b. ACC/Compliance – Eddie Young / Vallory Hills

The report was given by Vallory Hills. Neighborhood Canvassing is ongoing but delayed due to the weather conditions. Since November 2024 over 27 Friendly Phone Calls have been made, and 13 Letters have gone out to homeowners regarding rule violations.

c. Hospitality – Elouise Thomas

Stanley Plain had a sister to pass away. Joe Williams' last sister passed away. Dolores Vincent's mother passed away, and most recently Robert Square, Sr., passed away. Condolences will be issued per Hospitality Guidelines.

d. Newsletter/Website – Vallory S. Hills

The Pipeline Summer Edition 2025 will be posted at the Website early August. Residents will be notified via mass email when it is available for review.

Our Website continues to follow ADA Guidelines. A black and white version is now available for persons who are visually impaired, color blind, or for people who need to read a larger font. Scroll to the bottom of the Home page and click on the words – Change Template.

e. Street Captains – Vallory S. Hills

Vallory thanked the Street Captains for continuing to send out communication via texts to all residents.

9. **State of Baker Reports** (District #1)

a. Councilman, Dr. Charles Vincent

- City-Wide Clean Up Day (TBA)
- 3rd Saturday – Litter Pickup Day
- Lavey Lane Project
 - Slightly delayed due to weather conditions – Expected Date – Early Fall
 - Sidewalks will be on North Side beginning at Parkwood Terrace to accommodate walkers and bike riders
 - New sewer lines being installed

b. Baker School Board Member, Linda B. Perkins

Pre-K through 8th grade students will be housed at the Bethany Campus when school starts on August 8, 2025. Baker High School will consist of 9th thru 12th grade. The Baker School Board will oversee the operations of Park Ridge Elementary and Baker High School. Helix, under the direction of Preston Castille will run Park Ridge and Baker High School.

Helix gave Baker a second chance to partner with them to keep the Baker name (Buffalos), and to have sports under the Baker name. Baker Heights and Baker Middle were taken over by the Recovery District, due to failing grades for the past two decades. The next Baker School Board Meeting is scheduled for Tuesday, July 8, 2025 at the School Board office.

10. **Announcements** – (None)

11. **Other** (None)

Next Meeting Date: October 6, 2025

Meeting adjourned at 7:39pm

PTIA BUDGET
July 1, 2025 through June 30, 2026

Line Item	FY 2025-2026
EBR Civic Association	\$ 55
Legal Services	200
Sec of State	15
Hospitality	300
Juneteenth	4,000
Baker Utilities (Water)	120
Shaver Lawn Service	3,000
Office Supplies	460
Printing	250
Postage	234
PO Box Fees	176
Tellus Self Storage	750
Christmas Lighting	1,000
City of Baker Christmas Toy Giveaway	300
Website Maintenance	600
Google Data	25
Data Storage for Google Zoom	210
Contingency Fund	1,000
Chase Yearly Fee	160
	TOTAL ... \$12,855

Jan & Apr April April, May & June June					
PTIA FINANCES			CHECKING ACCOUNT BALANCE		
Chase (with use of Zelle) and the Website (with the use of PayPal)					
BEGINNING June 11, 2025 BALANCE	Income	4,169.68	ENDING June 16, 2025 BALANCE	Total monthly income	\$1,750.80
	Extra income			Expenses	\$435.71
	Total income	4,169.68		Availabe Total income	\$5,484.77
Disbursements	Date	Actual	Disbursements	Date	Actual
Zelled Davis Owens	6/2/25	\$50.00	Sec of State	6/17/25	\$30.00
Zelled Cynthia Miller for Juneteenth expenses	6/16/25	\$341.21	Zelled Bridget for Juneteenth tee	6/11/2025	\$14.50
Subtotal	--	\$391.21	Subtotal	--	\$44.50
Membership Dues	Cleared	Actual	Membership Dues	Cleared	Actual
26 Check Deposited	6/18/25	1,580.8	Cash deposited	6/18/25	170
Saving Account		Actual			
Dividend		\$14,751.63			
Subtotal	--	\$14,751.63		--	--

Minutes Submitted by Vallory S. Hills, Secretary
Meeting Recorded by Cherryl F. Montgomery, Zoom Coordinator